



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

BILLING CHARGES FOR PHOTOCOPIES OF HEALTH INFORMATION

Effective Date: June 17, 2005

Policy #: HI-02

Page 1 of 2

I. PURPOSE: To establish a reasonable charge for photocopying materials in accordance with DPHHS practice.

II. POLICY: It is the policy to charge a fee for copying information sent to authorized persons.

III. DEFINITIONS: None

IV. RESPONSIBILITIES:

A. Health Information Department will verify release meets requirements, submit cost of copies to requesting party, copy requested records upon receipt of payment, and send payment received to business office. Checks should be made payable to State of Montana.

B. The Business Office will process funds for the State General Fund.

V. PROCEDURE:

A. Charge Schedule

1. The following charge schedule will be used:

\$.00	No charge for the 20 pages or less
\$.10	Per page for all documents exceeding 20 pages (starting with page 1)

B. Attorneys and Insurance Companies

1. Attorneys not representing the hospital are charged for records.
2. Insurance companies requesting records when a person has applied for coverage with the insurance company are charged for records.
3. Insurance companies requesting records as part of their utilization review or to verify services prior to payment are not charged for records.

BILLING CHARGES FOR PHOTOCOPIES OF HEALTH INFORMATION	Page 2 of 2
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D. Referrals and Follow-up Services

- E. Billing

- ### F. Monies Received

- ## VI. REFERENCES: DPHHS Copying Policy

VII. COLLABORATED WITH: Chief Financial Officer

VIII. RESCISSIONS: #HI-02, *Billing Charges for Photocopies* dated September 1, 2002; #HI-02, *Billing Charges for Photocopies* dated October 12, 2001; #HI-02, *Billing Charges for Photocopies* dated February 14, 2000; H.O.P.P. No: 12 – 03B. 051480, *Billing Charges for Photocopies*, dated November 14, 1980

IX. DISTRIBUTION: All hospital policy manuals.

X. REVIEW AND REISSUE DATE: June 2008

XI. FOLLOW-UP RESPONSIBILITY: Director of Information Resources

XII. ATTACHMENTS: None

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 Billie Holmlund, RHIA Date
 Director of Information Resources